



City of Annapolis

2005 MUNICIPAL ELECTION CALENDAR

BOARD OF SUPERVISORS OF ELECTIONS

93 MAIN STREET
2ND FLOOR
ANNAPOLIS, MARYLAND 21401
410-263-7929

ALTHOUGH EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE INFORMATION IN THIS CALENDAR, THE RESPONSIBILITY FOR MEETING THE DEADLINES, AS PROVIDED BY THE CHARTER OR CODE, IS SOLELY THAT OF THE CANDIDATES AND OTHERS SUBJECT TO THE DEADLINES.

2005 ANNAPOLIS ELECTION CALENDAR

This calendar has been prepared by the Annapolis Board of Supervisors of Election for the 2005 Municipal Election. The reference to the “Code” is to the Annapolis City Code, not the State Election Code. For the provision in the Code on the computation of time, see the last page of this calendar.

ELECTION CYCLE

Wednesday, November 7, 2001 - Tuesday, November 8, 2005

Election cycle (...“election cycle” means that period of time beginning on the day after the day of a general election...and ending on the day of the next general election. 4.44.130 A 2)

NOVEMBER 2003

Saturday, November 8

Deadline for being registered to vote in the City for mayoralty candidates. (“The mayor must be a registered voter in the city for at least two (2) years immediately preceding the date of the General Election.” Charter, Art. II, Sec. 3(b))

Note: The provision in the Code in computing time applies only to the Code and not to the Charter. See Code, Sec. 4.04.020

NOVEMBER 2004

Monday, November 8

Deadline for being registered to vote in the City for aldermanic candidates. (Aldermen shall be registered voters in the city for at least one (1) year immediately preceding their election.”) Charter, Art. II, Sec 3 (b)

MAY 2005

Sunday, May 8

Deadline for being registered to vote in the ward for aldermanic candidates. (Aldermen... shall be a registered voter in the ward from which they are elected for at least six months and must have resided in that ward for a least six (6) months immediately preceding the date of the General Elections. Charter, Art. II, Sec. 3)

Note: The provision in the Code on the computation of time only applies to the Code and not to the Charter. See Code, Sec. 4.04.020

JUNE 2005

Tuesday, June 14

Deadline for changing polling places ("Tuesday which is thirteen weeks prior to any primary election." Code, Sec. 4.08.110 B)

AUGUST 2005

Monday, August 1

Deadline for filing **certificate of candidacy**, except for write-in candidates ("... not later than nine p.m. on the Monday which is seven weeks before the day on which the primary elections should be held..." Code, Sec. 4.20.030 B and 4.20.090 B) The Board's office will be open from 9:00 a.m. to 9:00 p.m. See Code, Sec. 4.08.080 C.

Deadline for filing **petition for nomination by petition** ("... at the time of the filing of the certificate of candidacy." Code, Sec. 4.20.100 A)

Deadline for Council to certify ballot questions to the Board ("...on or before the day on which a certificate of candidacy must be filed..." Code, Sec. 4.40.010 A)

Tuesday, August 2

Deadline for *first campaign finance report* (No later than the seventh Tuesday preceding any primary election. Code Sec.4.44.080 A)

Monday, August 8

Deadline for withdrawing as candidate for nomination ("within seven days after the filing date..." Code, Sec. 4.20.150 B 1) A certificate of withdrawal shall be accepted until 4:30 P.M. Code, Sec. 4.20.150 B 2

AUGUST 2005

Monday, August 15

Deadline for central committee to fill vacancy resulting from failure of any candidate of party to file ("...not later than fifth day after the date on which candidates may withdraw their candidacy before the primary election." Code, Sec. 4.20.040 B)

Monday, August 22

Deadline for **voter registration** for primary ("...fifth Monday preceding the election." Code, Sec. 4.16.040 A) The Board's office will be open from 9:00 A.M. to 9:00 P.M. Code Sec. 4.08.080 B.

Deadline for change of address or name, request for party designation, or change of party affiliation ("...fifth Monday preceding election." Code, Sec. 4.16.040 B)

Tuesday, August 23

Deadline for appointment of election judges ("...not later than the Tuesday which is four weeks prior to any city primary election." Code, Sec. 4.08.050 D)

Deadline for *second campaign finance report* (No later than the fourth Tuesday preceding any primary election. Code Sec.4.44.080 A)

Friday, August 26

Deadline for posting of ballot for five days of public inspection ("No less than twenty-five days before any election." Code, Sec. 4.24.070 B)

Wednesday, August 31

Report on party registration ("Within fifteen days after the commencement of the five-week period before a primary election..." Code, Sec. 4.16.050)

SEPTEMBER 2005

Tuesday, September 6

Deadline for applying for registration list ("...shall be filed ten days prior to any election." Code, Sec. 4.16.090 A)

Tuesday, September 13

Deadline for **receipt of application for regular absentee ballot** ("...not later than the close of business Tuesday preceding the election." Code Sec. 4.28.040 and see also Sec. 4.28.020 A)

Deadline for *third campaign finance report* (No later than the Tuesday immediately preceding any primary election. Code Sec.4.44.080 A)

Wednesday, September 14 - Tuesday, September 20

Deadline for **application for emergency absentee ballot** (After the Tuesday preceding an election and on the day of the election prior to the time the polls close..." Code, Sec. 4.28.030 A)

Thursday, September 15 - Friday, September 16

Publication of election notice in newspaper ("... two consecutive days prior to each election" ... Sec. 4.08.090)

Tuesday, September 20

Primary Election Day (Third Tuesday of September). Charter, Article II, Sec. 5) Polling Hours: 7:00 a.m. to 8:00 p.m. Code, Sec. 4.24.020, 4.24.190A, & 4.08.080

Deadline for **receipt by Board of absentee ballots**, including emergency absentee ballots, but excluding ballots which are mailed (...prior to the closing of the polls." Code, Sec. 4.28.030 and 4.28.100 C 1)

Wednesday, September 21

Board of Canvassers conducts canvass and verifies votes on voting machines ("On the day following every primary...election, the board of canvassers shall meet." Code, Sec. 4.32.010. "The day after each election, the board, as a part of its canvass, shall verify the votes cast on the voting machines." Code, Sec. 4.32.040 A 1)

Deadline for receipt by the Board of absentee ballots which have been mailed by the day before the election ("...close of business on the Wednesday following election day." Code, Sec. 4.28.100 C 1 b)

Friday, September 23

Deadline for transmitting statement of returns to city council and clerk of the circuit court ("Within forty-eight hours after the completion of the canvass..." Code, Sec. 4.32.050 A)

Tuesday, September 27

Deadline for removal of campaign signs by defeated candidates ("...within seven days after the election..." Code, Sec. 4.48.170 E)

Friday, September 30

Deadline for declining nomination ("...within ten days after the date of the primary election." Code, Sec. 4.20.150 C 1) A certificate of declination shall be accepted until 4:30 P.M. Code, Sec. 4.20. 150 C 2.

Deadline for petitioning for recount in primary election ("Within ten days after the day of any primary election..." Code, Sec. 4.20.190)

Note: Should the declaration of the results of the canvass be delayed to within two days of the above deadline or beyond, the deadline for filing a recount petition is within two days of the declaration of the results of the canvass. Code, Sec. 4.20.190.

OCTOBER 2005

Monday, October 10 (*time adjusted computations*)

Deadline for filling vacancy in nomination ("... at least thirty days before the election." Code, Sec. 4.20.160 A)

Beginning of time for public inspection of text of ballots questions ("...thirty days preceding the election. Code, Sec. 4.40.080 B)

Deadline for **voter registration** (...fifth Monday preceding the election." Code, Sec. 4.16.040 A). The Board's office will be open from 9:00 a.m. to 9:00 p.m. Code, Sec. 4.08.080 B

Deadline for change of address or name, request for party designation, or change of party affiliation ("...fifth Monday preceding a municipal election." Code, Sec. 4.16.040 B)

Tuesday, October 11

Deadline for *fourth campaign finance report* (No later than the fourth Tuesday preceding any general election. Code Sec.4.44.080 A)

Friday, October 14

Deadline for posting ballot for five days of public inspection (No less than twenty-five days before any election." Code, Sec. 4.24.070 B)

Monday, October 31 (*time adjusted computations*)

Deadline for application of voter list ("... at least ten days prior to any election..." Code, Sec. 4.16.090 A)

NOVEMBER 2005

Tuesday, November 1

Deadline for **receipt of application for regular absentee ballot** (...not later than the close of business Tuesday preceding the election." Code, Sec. 4.28.040 and see also Sec. 4.28.020 A)

Deadline for *fifth campaign finance report* (No later than the Tuesday preceding any general election. Code Sec.4.44.080 A)

Wednesday, November 2 - Tuesday, November 8

Deadline for **application for emergency absentee ballot** (After the Tuesday preceding an election and on the day of the election prior to the time the polls close..." Code, Sec. 4.28.030)

Thursday, November 3 - Friday, November 4

Publication of election notice, including questions, in newspaper ("... two consecutive days prior to each election" ... Secs. 4.08.090 and 4.40.080A)

Tuesday, November 8 (*not a religious holiday*)

General Election Day ("...first Tuesday after the first Monday in November." City Charter, Art. II, Secs. 2 and 5 and see also Code, Sec. 4.04.010 I). Polling Hours: 7:00 a.m. to 8:00 p.m. Code, Sec. 4.24.020.

Deadline for **application for emergency absentee ballot** (... prior to the time the polls close..." Code. 4.28.030 A)

Deadline for receipt by Board of absentee ballots, including emergency absentee ballots, but excluding ballots which are mailed ("...prior to the closing of the polls." Code, Sec. 4.28.030 F and 4.28.100 C 1)

End election cycle (...ending on the day of the next general election. 4.44.130 Prohibited practices. A. 2.)

Wednesday, November 9

Deadline for **receipt by Board of absentee ballots mailed by day before election** (...close of business on the Wednesday following election day. Code, Sec. 4.28.100 C 1 b)

Board of Canvassers conducts canvass, verifies votes on voting machines, and tabulates write-in votes ("On the day following every...general...election..." Code, Sec. 4.32.010 and see also Sec. 4.32.040 A 1)

Friday, November 11

Deadline for transmitting statement of returns to city council and clerk of the circuit court ("Within forty-eight hours after the completion of the canvass..." Code, Sec. 4.32.050 A)

Tuesday, November 15

Deadline for removal of all campaign signs ("...within seven days after the election." Code, Sec. 4.48.170 E)

Friday, November 18

Deadline for petitioning for recount (Within ten days after the day of any election. Code Secs. 4.20.190 and 4.36.010)

Note: Should the declaration of the results of the canvass be delayed to within two days of the above deadline or beyond, the deadline for filing a recount petition is within two days of the declaration of the results of the canvass. (Code Secs. 4.20.190 and 4.36.010)

DECEMBER 2005

Monday, December 5 Mayor and Aldermen take oath of office ("...the first Monday in December..." City Charter, Art. II, Sec. 5.)

JULY

7/1/2006,2007,2008

Deadline for campaign finance report in year in which there is no election (No later than July 1st in any year in which there is no election for city council." Code, Sec. 4.44.080 A)

The following is the provision from the Annapolis Election Code on the computation of time:

4.04.020 Time computation

In computing the times of notice to be given, or for the performing of any other act under this title, Saturday, Sunday, or a legal holiday shall be included, except when the day on which notice should be given or an act should be performed occurs on a Saturday, Sunday or legal holiday, in which case the notice shall be given or the act performed on the next regular business day following the Saturday, Sunday or legal holiday. In the computation, the day of giving notice or performing any act and the day of registration or election shall be excluded.

The members of the Board of Supervisors of Elections are: Richard E. Israel, Gertrude E. McGowan, John L. Prehn, Jr. The administrator is Deborah Heinbuch. The Board's office is located at City Hall, 160 Duke of Gloucester Street, Room 102, Annapolis, MD 21401. Except as otherwise indicated the office hours are 8:30 A.M. to 4:30 P.M., Monday through Friday, except holidays. The telephone number is 410-263-7929.

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Approved by:

City Attorney Shaem Spencer

Chairman, Election Board

Member, Election Board

Member, Election Board